

Useful Notes and Rules for Performers - SATCC Variety Show

Before the event:

1. Primary Contact:

Each performing ministry must provide a primary contact to Programme Team. This is the person who is responsible for all the performance details and communication

2. Submit “Form 1 - Performance Basic Info” to Programme team by September 21st, 2025

Complete Form 1 with basic information about your performance. As much as possible, please also provide a performance description, which will be used within the Program Book. It will be used to allow our Production Team to gain a better understanding of the performance. When completed, please email Form 1 to varietyshow.program.satcc@gmail.com or fill out the Google Form as provided.

3. Submit “Form 2 - Performance Details and Stage Requirements Checklist” to Programme Team by October 19th, 2025

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 Programme & Production Teams for review at least 4 weeks prior to Variety Show. When completed, please email Form 2 and all corresponding files to varietyshow.program.satcc@gmail.com

4. Submit “Form 3 - Photo Release and Media Consent” to Programme Team by November 2nd, 2025

New this year, Form 3 is to be completed for the media consent of performers, for photos and videos to be taken of their performance during Variety Show. As taken from the Archdiocese of Toronto, all footage and pictures taken from our Photography group for the event **will** only be used in **parish media** and **promotion**, such as displayed in the lobby TV. Due to privacy protection and the media consent for individuals, it is mandatory for all performing groups to fill this out going forward. When completed, please email Form 3 to varietyshow.program.satcc@gmail.com

5. Performance Pledge Amount:

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

<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

If performance duration is over 15 minutes, it is subject to approval of the Variety Show Organizing Committee.

6. Purchase tickets for Variety Show:

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

7. 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 your performance checklist so that Programme Team can better accommodate the multiple performances. Due to scheduling constraints, 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.

8. Preview of performance:

Similar to previous years, a preview of your performance can be arranged with the Production Team at a mutually convenient time and location prior to the Variety Show. It is not mandatory, but may be requested by the Production Team to minimize potential miscues for performance set-up.

9. Booking of dressing rooms at the Markham Theatre:

There are a limited number of dressing rooms available at Markham Theatre. With only three rooms for 6 people and two rooms for 15 people, please indicate within your Form 2 submission if a dressing room (and for how many people) will be required for your performance. Once the rundown for all performances of the Variety Show is finalized, Programme Team will assign and coordinate dressing rooms arrangements accordingly. Signs will be posted on the dressing room doors showing the names of the performing group and their corresponding reservation times. Note that these dressing rooms are all unattended; therefore, please do not leave any valuables in the rooms.

10. Performance rehearsal at the theatre:

Rehearsal schedule for performances (as requested through Form 2: 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. With only a limited time available, it is imperative that all performers follow the instructions of the backstage producer to enter/exit the stage in a timely manner to allow adequate rehearsal time allotted for all performers.

11. Handling of performance pledges:

- a. Enter the details of the sponsors and pledge amounts for your performance into Form 4 – VS performance Pledge EXCEL sheet. Ensure the details entered into the spreadsheet are reconciled to the original pledge forms for your performance.
- b. Once collected all pledged amounts from your sponsors for your performance and 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 Programme Team). Note that the original pledge forms need to be retained by the office in case of audit by CRA

- c. Email the performance pledge EXCEL spreadsheet to Programme 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.

12. Highest performance pledges and reporting pledge amount deadline:

Similar to previous years, there is the award for the highest performance pledge for the group which raised the highest amount. The reporting deadline is 8:00 pm (via email to the Programme Team) on **Friday, November 14th, 2025**. Note that you can report the total amount earlier if you have the final number (before the deadline). For parish groups, if your advertisement cost is coming from the performance pledges, please deduct the 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.

At the end of the Variety Show, the group with the highest amount will be announced, and presented with a plaque. It must be returned later to the church office for safekeeping.

During the Variety Show

1. Performance number:

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

2. Standby at backstage:

Attendance confirmation for all performances will be required. A representative from individual performances (your performance's primary contact) will report to the Backstage Manager once all your performers have arrived at Markham theatre. Performers are required to standby backstage three programs prior to their performances. This arrangement will allow our Stage Crew Team to better prepare on-stage to prevent unnecessary delay.

3. Clearing of the rehearsal hall:

In past years, a large number of performers stayed within the big rehearsal room without any regard to their own performance slots. This has created a lot of confusion for stage personnel as to the proper directions for 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).

4. Respect other performers:

When preparing to head backstage for your performance, please quietly exit the theatre hall to avoid any disturbances. Please do the same when you return afterwards. Try to move around when the MCs are talking between performances. It would be greatly appreciated to stay until the end of the show before heading home for the evening.

5. Flowers available for your fans & presentation policy:

There are beautiful flowers available in the theatre lobby. All proceeds from the flower sales will go towards the revenue for Variety Show. When presenting flowers, please present to

performers around the edge of the stage. Audience members are not permitted to go up onto the stage for presentation.

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, tax receipts will be distributed to the parish group representatives for the sponsors. For non-parish performers, we will phone the performer once the tax receipts are available to be picked up at the church office.