



Club Guidelines & Information

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2018 Schedule

March

- 8 Meeting:** Required for directors of all participating clubs (8PM OSF office)
Deadline: to Submit: -Themes
-Participation Agreement (*in person at meeting*)
-Ticket Purchase Order Determined
-Music Order Determined
- 15 5 PM Deadline:** Story Board Description Meeting
(with Director & Technical Director)
- 30 5 PM Deadline:** Songs to Director & Technical Director

April

- 27 5 PM Deadline:** Music to Music Director

August

- 23 Meeting:** Back to School Review (8PM OSF Office)
- Film Tunes Theme Reveal Video
- 30 Photo Shoot** [Times TBD]
Deadline to Submit: (to Director, OSF Director & Technical Director)
- Ticket Orders-Entire club order itemized by each performance
- Show Title
- Participant List
- Practice Schedule (with location)
- Mega Mix Participant List
- 31 12:15 p.m.** Theme Reveal | Dr. Jack's Coffeehouse

September

- 3 PRACTICE BEGINS! Cut-off Date for ALL Music Changes**
7:00 pm Deadline to Submit: (to Director, OSF Director & Technical Director)
-Song Lyrics
-Costume Prop Description/List and One Liners
-Tech Sheets
-List of Shifters
-T-Shirt Order
- 6 CLUB LOVE** Visit
- 13 CLUB LOVE** Visit
- 17 JPAC Rehearsals** Begin
7:00 pm Deadline to Submit: (to Director)
-Costume receipts
- 17-20 JPAC Rehearsals** (1 of each costume on stage by 9/19)
- 21 "Late Nighter"** CLUB LOVE Visit

24 Tech Rehearsal - *Complete run through with stops for any technical needs, full costumes/props REQUIRED*

25 Dress Rehearsal - *Complete run through* - All performers, props, costumes, blocking, make up, etc. *REQUIRED*

26 **Preview Performance 6:30 p.m.**

People's Choice Box Due in Lobby by 5 p.m.

27 **First Performance - 7:30 pm**

28 **Second Performance - 7:30 pm**

29 **Third Performance - 5:00 pm; Final Performance - 8:30 pm**

STRIKE-Remove all props/scenery IMMEDIATELY following show

October

2 STRIKE-Remove all props/scenery before chapel

Rules and Regulations

Participation

In order to participate in Tiger Tunes, an organization:

1. Must be an official University endorsed club/organization
2. Have at least 20 active members (beaus and sweethearts may be included in count) who will be participating in the show

Participants must be currently enrolled at Ouachita with a minimum GPA of 2.0. Only active members and those directly associated with each organization (beaus, sweethearts, etc.) may participate in their respective show or the Mega Mix. **Help from any off-campus source with choreography or musical arrangement is NOT ALLOWED.** This is your student-directed show -- not one created by alumni or professionals.

Awards and Judging

Shows are judged in 5 categories - theme and lyric, costume, music, choreography and overall entertainment. Awards will be given for each individual category winner for all shows. The overall 1st, 2nd, 3rd and 4th place winners will be determined and receive awards on Saturday night based on cumulative score. An OSF award will also be presented to the club showing the most heart, congeniality, support of other clubs and support of OSF in their actions and activities. The winner of this award will receive first choice of theme and song selection for the following year. Sample ballots are available at www.obutiguretunes.com.

There is a point incentive system to keep clubs on track toward deadlines. In the weeks leading up to performance, any materials that are to be submitted to the Director of Tiger Tunes, Technical Director or Music Director after the specified submission time will result in the deduction of 1 point from that club's final score for the initial miss and 0.5 points for each subsequent day until submission is complete. Point deductions will also be assessed for lack of care to practice rooms and any equipment/university property in those rooms that is damaged or devalued in any way. Points can also be deducted for disrespect to OSF leadership.

OSF takes the judging process very seriously and strives for fairness in all areas. While recognizing that many of the judging criteria are subjective, OSF take the following steps to ensure a fair process.

1. There are two judges per category per show totaling 40 judges over the four judged performances. Judges cannot judge consecutive years.
2. At least one quarter of all judges will not be affiliated with Ouachita, clubs or shows.
3. If alumni or former students are selected to judge they must have been out of

school for at least 10 years and commit to be unbiased. If scores come in and appear to be biased they will be thrown out and the other judge's scores will be doubled.

4. Those judging specialty categories like music and choreography are selected by expertise. Music ministers, former members of Ouachita ensembles, dance instructors and studio owners, etc. are typically selected. Costume judges usually own clothing lines or creative stores and theme and lyric judges are authors, writers, etc.

5. Judges receive 20 minutes of instruction prior to the show they are judging. A few of the instructions given include following the rubric - judging small and large clubs the same, judging girl and guy clubs the same and that we judge each show against itself only. If the subcategory is about choreography precision – each judge is instructed to think if that is a 1, a 5, a 10 or a 15. Once selected and the ballot is completed it is submitted. Judges do not jockey ballots all night to see who did better. They judge each show against itself only while the show is fresh on the mind of the judge.

Story Boards

Each club is required to present a story board of their show to OSF/Tiger Tunes leadership for approval/planning assistance. Please see the submission date on the calendar. If any changes are made after the story boards are approved, changes must be submitted to the student director of Tiger Tunes. Samples are provided on page 17.

Music

All audio tracks used in the show are to be mixed by the Music Director. Timely submission of music to the music director is the responsibility of club directors. Submitted tracks should be formatted in one, six minute track (**no longer than 6 minutes**); should be an mp3 file (not mp4). Accompanying the audio should be a detailed description of exactly how music is to be mixed as well as any necessary changes to tempo or key. No more than 3 titles from the previous year's show may be used. All tracks are to be the ***Radio Edited*** versions.

There is a requirement that no shows have any duplicate song as another club or host and hostess set. When your music selection is submitted, we will let you know if there are any duplicates. The preference of who gets that song will be determined by the date and time of the submitted list of songs. We want each show to be as creative, different, and original as possible and this will help keep the shows exciting.

Lyrics

At the very least, every 6th word of every song must be different from the original artist recording. Lyrics must be appropriate for all audiences and ages and reflect Ouachita's moral standards. Sexual innuendos, double meanings, and anything that can be interpreted inappropriately **Will Not Be Tolerated**. Lyrical

content will be strictly monitored and if there is any doubt as to meaning or implication, revisions will be required.

Any lyrical content deemed inappropriate must be *revised immediately*. All revisions must be approved by the Director, Technical Director and Director of OSF.

Costumes

A limit to costume expenses is in place as required by OBU administration. The maximum amount to be spent on each individual costume is \$50.00. In order to account for each club's expenses, *ALL* receipts or copies of receipts must be submitted by the date specified. Receipts must be clearly labeled with individual items and corresponding costs marked. Any donated labor or materials are to be identified in addition to expenditures. **Donations are not to exceed 10% of market value for each donated item.** A costume is *on* the person (pants, shoes, hats, gloves, etc). For example, if someone donates \$100 of fair market value in costume materials you must count at least \$10 of that toward your costume allotment.

Costumes must be appropriate for all audiences along with lyrics. Any inappropriate or immodest costumes are to be changed immediately. Wardrobe that is deemed unacceptable must be changed immediately. Please make sure that your costume will be appropriate on all body types. If there is a question about a costume please run them by OSF leadership before purchasing.

Certain items are not be used with costumes because of excessive mess or damages that they may cause. Items not to be used include: body paints and oils or **GLITTER! This includes, but is not limited to, spray-on, glue-on, and any kind of glitter on props and costumes or club support pins. No matter how well attached, this always ends up falling off of costumes and getting everywhere. A description of each type of costume to be used should accompany technical sheets when submitted.**

At least one of EVERY type of costume to be used in the show must be used in JPAC practices by the **Wednesday before our first Tunes performance**. If those costumes are approved at that time they cannot change without permission of the OSF Director.

Props

Props are items carried onto stage or by a person. Examples are boxes, axes, flowers, etc. Scenery aids in defining the place or location of a setting. Scenery is generally left in place for the duration of each individual show. Scenery on stage should be kept to a minimum. This will help in getting your show set up and carried out faster. Props are *used* by the person (box, flowers, ax, broom, etc).

In the interest of originality and creativity, **electric scenery will not be allowed.** Battery powered props are acceptable. A description of all props must be submitted by the date specified.

ALL props and scenery must fit into the allotted 4' by 5' space in JPAC. A maximum of 3 shifters from each club will be allowed backstage before each club show in order to prepare props. All props used in the show must be used in all JPAC practices. Please do not allow more than 3 club members backstage before it is time for the entire club to take the stage; anyone that is not a designated shifter and is found backstage any time before or after their club's show will promptly be asked to leave the building for the duration of that performance.

Just as costumes may not be composed of any messy or unsafe items, props must be safe and clean also. **Glitter and oils are prohibited from props as well.** Prop & scenery descriptions must accompany technical sheets when submitted along with previously mentioned items.

All props and scenery must be removed from JPAC **before chapel on Tuesday following the show.** There are NO exceptions. Even if props will be thrown away after the show, it is still the responsibility of the club to remove these items. Any club not removing all of its props/scenes Saturday night will be subject to a monetary fine.

Mega Mix

Three performers from each show are allowed to participate in the Mega Mix. **Mega Mix participants will practice with hosts and hostesses during JPAC practices. During the performances, all Mix participants are to report to the backstage hallway by the beginning of the finale.**

Drugs and Alcohol

OSF will strictly uphold and enforce OBU policy on alcohol and drugs.

"Ouachita Baptist University's policy prohibits the possession, consumption, sale, transfer, purchase, or distribution of controlled substances or alcoholic beverages by students. It is also a violation for anyone to possess, use, be intoxicated or impaired in normal mental and/or physical functioning due to alcohol or other drugs."

-Tiger Handbook

If any participant in any show appears to have had any alcohol, that participant will be pulled from that and all other Tunes shows this year. Those individuals will then be sent to the Dean of Students and be dealt with in accordance with the university alcohol policy. If the issue is club related, Tim Harrell will deal with your club accordingly as well. In addition, **OSF will fine your club \$500 for each show in which your club has participants found to have used alcohol.**

This fine must be paid by the end of the university calendar year. Delinquent clubs will be unable to submit their themes for the next year's Tiger Tunes production or participate in Tunes again until the fine is paid and the club is in good standing with the University and with the Ouachita Student Foundation.

We appreciate your assistance in informing your show participants of this policy and encouraging your members to hold each other accountable. Our desire is not only to put on a great show and have a great time, but also to put our best foot forward in front of our 6,000+ alumni, former students, prospective students and friends attending the performances.

Ticket Sales

During a directors meeting, club directors will draw numbers to determine the order by which their tickets will be purchased. Also, a breakdown of how many tickets the club will need for each individual show should be provided and tickets should be paid. Clubs are allowed to purchase up to 6 tickets per person for the Thursday show, 4 tickets for the Friday show, and 2 tickets per person for the Saturday 8:30pm show. If a student forfeits their chance for the 2 8:30 show tickets they can purchase 4 tickets for the Saturday 5:00pm show. Club ticket prices are \$18. These must be bought in person and not by proxy. Club sweethearts & beaus participating in other shows should not be included in the ticket count of the club for which they are sweetheart and beau. Checks should be written to OBU. All sales are final—no refunds or exchanges for any reason. All seats are reserved. If special tickets such as \$140 4-packs have been purchased by club members' families, we ask that the student not claim their 2 tickets for the Saturday 8:30 show.

Ticket payment must be submitted in the form of a club check for the total amount of ticket orders. Clubs are also required to keep and submit a copy of who receives which tickets in case of lost tickets or issues.

Practice Guidelines

Dates

Practices will begin on the date specified in the front of this packet. Clubs may practice a maximum of 15 hours per week, Monday-Friday.

Procedures

For clubs holding practices at on campus locations, your location will be assigned and reserved for you. Rooms should be left in the same condition they were before the club arrived. Any broken furniture, trash, or general untidiness will be reported by maintenance and will also result in point deductions from final score. In the last meeting before practice begins, directors will be asked to submit a practice schedule and a location for each practice. Schedule should include the specific dates, times, and locations of practices. A separate agenda for the late-night practice the Friday before scheduled prop/costume days should also be included at the appropriate time. This information is required for all clubs/organizations, whether practices are to be held on OR off campus.

In addition to regularly scheduled practices, 1 Saturday may be scheduled to work on props, scenery, sets, etc. These rehearsals cannot exceed 8 hours and cannot begin before 8 am or end after 10 p.m.

Although practice locations will be reserved for you, when reserving rooms for weekly club meetings, if you would like to use the same room for both practice and meetings, please make that known.

Throughout preparation for the show, OSF and the Tunes directors may drop in on practices. We will not always notify you of visits, so if **any** changes to the set practice schedules are made, please inform the Director by the morning of the day that practice is being changed. These changes have to be approved or you will be fined points.

Production Rehearsals

Rehearsals in JPAC will begin the Monday prior to the week of Tunes and run up to the first performance date. Groups will be allotted 15 minutes of stage time per rehearsal. Details on exact times will be provided.

All JPAC practices are **MANDATORY**. If absence is necessary, prior approval must be granted at least 24 hours before the practice to be missed. One week before the first performance, on Wednesday, each club will be required to run through their entire show with blocking, solos, props, etc. Beginning Monday of the week of the show, clubs will run through the whole show with full lighting, blocking and costumes just as it will be during performance. The next day, Tuesday, will be a full dress rehearsal run-through with makeup. This rehearsal will be exactly like a performance; clubs will start in and move from staging locations to backstage, etc. These practices give crew and directors an idea of how things will flow and the opportunity to work on any unforeseen technical issues. We will give you the schedules for these run-throughs at a later date.

For all JPAC practices prior to the Tuesday night Dress Rehearsal, clubs should be at the backstage door/loading dock of JPAC at least 10 minutes before their call time. Late arrivals may still practice, but time will not be extended past the scheduled cut-off. During production rehearsals, all entrances and exits must be through the backstage doors. No food, drink, or gum is allowed in JPAC. In case of bad weather, please go to the hallway by the dressing rooms as opposed to the loading dock to until your call time. Clubs must exit the building immediately after rehearsal and may view other shows during the dress rehearsal only. **If a person is going to film or observe a club's practice, these people must also enter and exit from backstage with the club.** As stated previously, all props and at least one of every type of costume must be used by Tuesday the week before our first performance and for all subsequent practices and performances.

** Please note that during JPAC practices and performances you cannot touch the Cyc (see terminology later in this packet.) The Cyc costs \$40,000 to replace and touching it at all will damage it permanently. Running behind the Cyc to get to the other side of the stage will not be tolerated and if your group continues to do so you may be responsible for replacing the Cyc.

Dress Rehearsal

Dress rehearsal is scheduled for 6:30 pm the Tuesday before our first Tunes performance. For dress rehearsal, all participating club/organization members must wear full costume and makeup. This is the only time clubs can view the other club shows. The rehearsal will run just as the show will for public performances. (All props, scenes, and everything to be used in show must be used). We will run through the show one time. If the show is approved by OSF leadership by the end of the Tuesday show, nothing can change from that point on. No lyrics, choreography, costumes, etc. may change without permission. Guests for each show deserve the same experience each night and judging cannot be fair if

the show changes from one show to another. OSF reserves the fine the club anywhere from points to up to a \$1,000 fine depending on the change.

Preview Performance will be the Wednesday before our first show. Tickets will be available to students, faculty, staff and Clark County residents for half-price for this performance. Any unsold tickets will be available for purchase to the public on the first day of JPAC practices. Doors will open at 6:00 pm and the show will begin at 6:30 p.m.

Submission Guidelines

General Rules

- All submissions should be emailed to the Director

Participant List

- Alphabetized by last name; *last name, first name*
- Times New Roman

Ticket Order

- Broken down by show
- Specific day on first line;
- Number of tickets for that show on next line with total dollar amount next to that
- Times New Roman
- Payment must be submitted in the form of one check per club/group

Practice Schedules (including weekly verification schedule)

- three columns labeled date, time, and place
- Times New Roman

Song Lyrics and Show Title

- Left justified
- Margin of at least 3" on right side
- Times New Roman

Prop List and One Liner

- Left justified
- Standard formatting
- Times New Roman

Technical Instructions and Costume/Prop Descriptions

- Use a separate page for each
- See example on following page
- Times New Roman

JPAC & Technical Information

Technical Elements

Here are the technical elements that are available to you:

- **Two Hand-held Microphones:** One mic will be in the stage left wing and the other in the stage right wing. It is up to you to move these mics as a part of your choreography. These will be made available to you starting at the Monday technical rehearsal. These mics must never touch the ground; they will be either in the hand of a club member, or on one of the provided mic stands in the wings. These mics must never be operated in front of the speakers on either side of the stage.
- **Two Spotlights:** These can be used for solos, to briefly light important props or people or for whatever else you want. You are welcome to specify when and when not to use a spot, but the crew will add spots if they feel like the moment needs it.
- **Hanging choir mics:** Please be aware that any lifting stunts, flags or other tall props elements will need to stay clear of the hanging mics that are in two rows 12 feet in the air.

Tech Meetings

The JPAC team wants to enhance your show through adding the technical elements! Coming in prepared and with a collaborative spirit will help us think creatively and improve your show where we can.

Schedule a meeting with the JPAC technical director the week of October 1. At this meeting, you all will talk through the show, choreography positions, mic movements, spotlights, as well as more aesthetic choices like color, mood and energy level. Here are some things to think about before entering that meeting:

- If you were to put each song's energy on a scale of 1 to 10, what number would this song be?
- What is the mood of the song? Are we sad, joyful, moody, sassy, loving, dramatic, party, chaos, exciting, etc.?
- Lighting tells the audience where to look. Is there an interaction that is important to see in the midst of the action? Which group of people or person is the most important to see in that moment?

Lighting: We have a few options for lights for each scene

- Cyc (cyclorama) - This is the backdrop at the back of the stage. We can put different colored lights on it for depth and contrast, and we can use it for silhouettes.
- Star-drop - Behind the cyc is a drop that contains scattered twinkle lights. These can be used in combination with the cyc colors or by themselves.
- Color washes - We can throw colored lights onto the stage that will "wash out" the stage with a particular color. Most any color is possible.
- Moving lights - We have a couple different types of fixtures that can move. One set is a color wash and the other does color, shapes, and texture.

- Front light – Enable to see faces, we have white light coming from the front. Specify if is important to see faces on a certain song.
- Special LEDs – From year to year, we may have a LED light structure built behind the platforms. These can do any color of the rainbow and pop on and off to appear like they are moving. Ask the JPAC Director for more details from year-to-year.
- Blackouts – You can specify if you want a smooth transition between the songs or a complete blackout. For each blackout, there is still dim blue light on stage so that the performers can still see but the audience can not.

After your technical meeting, we will have lights running during the technical rehearsal. During that rehearsal, or shortly after your group has finished, feel free to come speak with the JPAC Director for any feedback or suggestions. We will do our best to make improvements when we can, but the JPAC Crew cannot guarantee that your changes will be made.

Sample Tech Notes

- I. "Top Gun" theme- guitar solo
 - A. Blue light on Cyc. - Silhouette effect throughout guitar solo
 - B. Follow spot- center stage on guitar soloist (inside shuttle doors)
 - C. If possible, I'd like to fog the stage just prior to the opening
 - D. Also, is possible, I'd like to see a lift-off effect created with the intelligent lighting with them gradually rising over the audience throughout the four 8 counts of the solo.
 - E. Also, if possible, I'd like to have the "moon" image projected onto the Cyc. Throughout these opening counts.
- II. "Space Cowboy"- Solo and Dance Break
 - A. We'll need one mic for this set (Barrett)
 - B. Follow spot on Barrett- entering stage right
 - C. Mixture of red and blue wash throughout song... Please feel free to experiment with the rented lights for different affects.... We completely trust you.
- III. "Blue Moon"- Solo and A Capella
 - A. I'd like to use both follow spots and down spots with the rest of the stage dark. (Let me know where the down spots will be in case I need to adjust)
 - B. We'll need two mics (Barrett and Collier)
- IV. "Thriller"- Solo
 - A. Immediate green lighting on Cyc (initial silhouette effect) with a quick fade into a green wash (first 8 counts)
 - B. On fifth 8-count, spot soloist in center stage
 - C. One mic (Adam)
 - D. I'm going for a mysterious feel for this song, so I'd once again like to incorporate fog if possible
 - E. Once again, ad lib on the new lights to help with the affect
- V. "Dancing Queen"- Lil' Sisses
 - A. One mic- will be shared amongst the girls
 - B. Bright, retro colors... I'm going for a 70s disco approach so I'd like to see multiple changes in the wash... If I need to break this down into 8-counts I can, but randomness is what I want.
 - C. Please bring out the fullest potential with the new lights for this one. Bright and colorful with crazy projections.
 - D. Lil' Sisses will be entering on the "moon river" from stage left... They will probably require both follow

Participation Agreement

Please read the packet thoroughly and initial by each respective section listed below. All directors and assistants should sign and specify position at bottom. By signing this page, you are verifying that you have read and understand all of the information provided in this packet, and agree to abide by all expectations set forth by the directors, OBU administration, and the Tiger Handbook. Violation of the expectations set forth by the Directors of Tiger Tunes and or the Tiger Handbook ***by any one or number of club members may result in immediate removal of that entire organization from all remaining Tiger Tunes activities; that club will also forfeit any winnings/awards they may have accumulated.***

___ Schedule and Deadlines

___ Rules and Regulations

___ OBU's Standing on Alcohol

___ Ticket Purchase Procedures

___ Practice Guidelines

___ Submission Procedures & Guidelines

___ Technical Information

I, _____, director of the _____ (org), 2018 Tiger Tunes show, assume the duty of informing each member of my organization of all of the specific expectations set forth in this packet by Tunes Directors and by OBU Policies; I also realize that it is also my duty to make it clear that the actions of one person could be enough to result in the removal of the entire organization from any remaining Tiger Tunes activities and forfeiture of any prize/ award earnings the club may have received.

Name & Position in Organization

Date

Story Board Samples

Club/Organization: CM
 Director/Co-Director:
 Theme: PROM

Example

1

* Looking for a date

2

* guys ask girls to Prom

3

* girls pick out dress

4

* Guy gets suit & corsage

5

* Date pictures w/ mom & leaving in limo

6

* At Prom-dancing, sweating, small floor

Club/Organization: CM
 Director/Co-Director:
 Theme: PROM

Example

Continued...

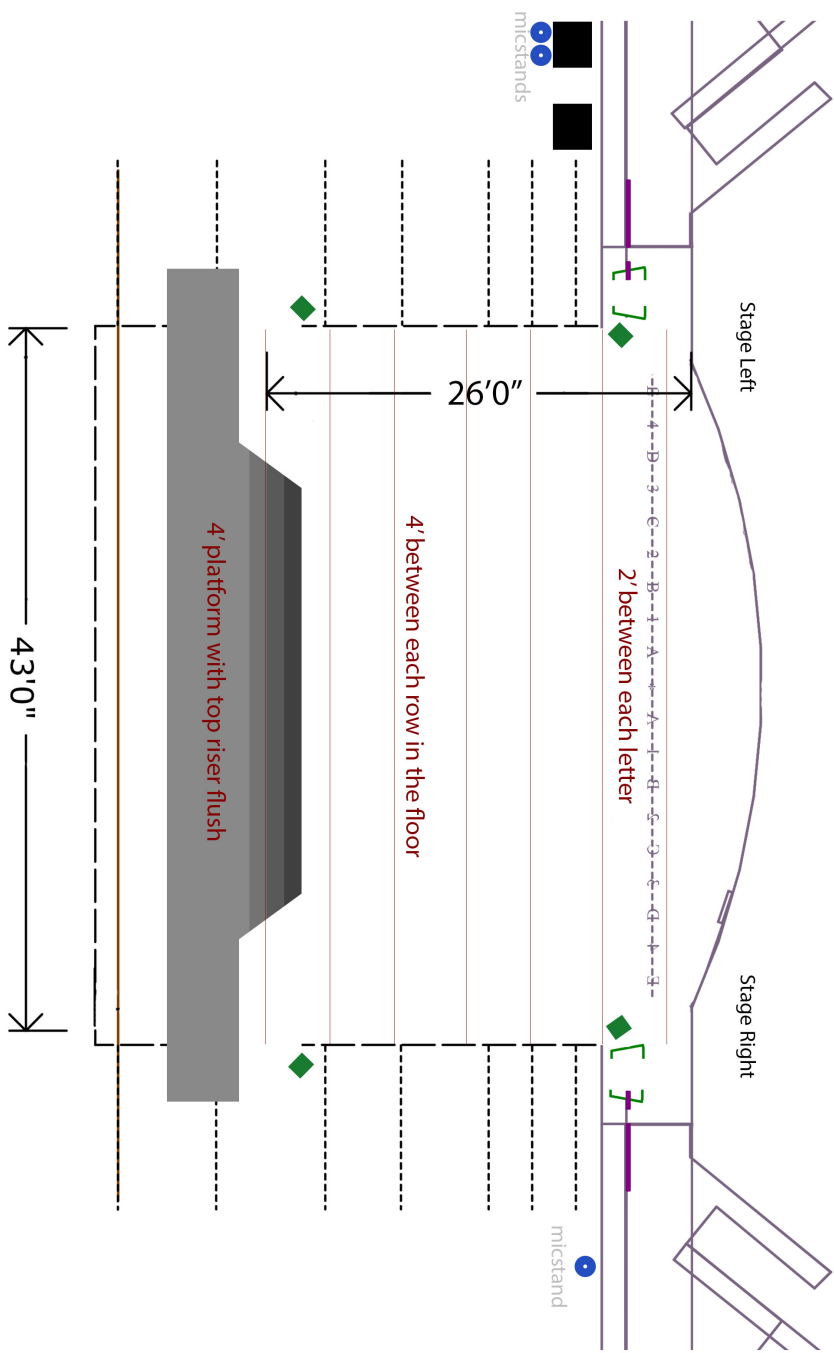
7

* Chaperons-kids dance rules

8

* Great Night at Prom

JPAC Stage Dimensions



JPAC Stage Setup 2018
Steve Myers

Contact Information

We're honored to have the opportunity to work with everyone involved in this year's production and **want to make this an enjoyable and productive experience for all those involved.** We value your opinions and feedback. Please feel free to call, text, or email at any time with any questions, comments, or concerns.

Jaret Webb

Student Director

OSF Special Events Chair

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